Power Users Check Point List

Please write your name, business unit and the date in the table below.

Name	Business Unit	Date

📝 Check Point

Section	#	Task	Complete
Understanding SharePoint	1	From the landing page, navigate to your relevant business function and follow the site	
	2	Navigate to a Document Library and change the view	
	3	Filter the view with one of the columns and then clear the filter	
	4	Group the documents by a column type and de-select the grouping	
Document Management	1	Upload a document to a Document Library using either the Upload feature or Drag and Drop	
	2	Open and edit a document and save it back to the Document Library	
	3	Create a new document	
	4	Delete the newly created document and then restore it from the Recycle Bin	
	5	Set an alert on a Document Library	
	6	Navigate to a file within your document library in your training site and check the version history	
	7	Copy a file to a different location	
	8	Restore an earlier version of a document	
	9	List three types of metadata from a document in your Document Library 1. 2.	

		3.		
Design & Build	1	Create a Column at library level, and re-position it amongst the library headings	
	2	Create a Custom Column and add it to your library	
	3	Create a site page using a short name.	
	4	Give the page a user-friendly name (observe how the URL stays as the original name given).	
	5	Switch the page to edit mode, and add a web part.	
	6	Configure the web part(s).	
	7	Located the page within the Site Contents, copy the URL and add it to the Quick Launch navigation.	
Collaboration & Sharing	1	Share a document with a colleague and explore the different functionality	
	2	Copy and paste a link into an email	
	3	Open and edit a document and ask a colleague to open the same file to experience co-authoring	
	4	Choose the Skype for Business button to start a group chat with everyone working in the document	
Search	1	From the home page, search for file (that you know exists within the SharePoint demo) and use the refiners to narrow down the search results.	
	2	Search for a document that has multiple words in the title. Search for it again, using inverted commas (" ") to see how the results are refined.	
	3	Search for a document using on a partial word and the wildcard character (*).	
	4	Search for content using **title:** <document name> for accurate results	
	5	Search for documents using a metadata or Content Type query	
	6	Search for a document you have uploaded using **author:** <your name> (please note that when new content is added it may take up to 15 minutes before it is indexed by the search)	

Permissions	1	Navigate to your site and view the permission levels
Using SyncPoint – Outlook Integration	1	Upload a document to SharePoint from Outlook by using the drag and drop feature.
	2	Use the right-click functionality to open a location in the browser.
	3	From Outlook send the link to a document in SharePoint by right-clicking on the file and clicking Send as link
	4	From Outlook send a document as an attachment by right-clicking on the file and clicking Send as attachment.
	5	Compose a new email and use the Send and File option to save a copy of the email in SharePoint.
	6	Browse to a document library in the AI.SYNCPOINT navigation and right-click to make an area offline by choosing Make Available Offline.
	7	Make the offline area online again by right-clicking the area and selecting Make Online Only.